

August 15, 2006

TO: Chief School Administrator
Charter School Lead Person
Director of an Approved Private School for the Disabled
Director of a College-Operated Program
Director of a State Facility

FROM: Jay Doolan, Ed.D., Acting Assistant Commissioner
Division of Educational Programs and Assessment

SUBJECT: Administrator and Teacher Training Schedule and Plans for the 2006-2007
Alternate Proficiency Assessment (APA)

The information contained in this memo is meant to assist you in identifying who is required to attend the upcoming fall Alternate Proficiency Assessment (APA) training sessions, and to remind you of the participation criteria that Individualized Education Program (IEP) teams must use to determine how a student will participate in the statewide assessment system. There are several attachments that should be used when registering for the fall training sessions.

In order to identify the administrators and educators who need to attend the upcoming APA training sessions, you must first determine which students will participate in the APA. According to the New Jersey Administrative Code, each student must participate in the New Jersey Assessment of Skills and Knowledge in grades 3, 4, 5, 6, and 7 (NJ ASK 3, 4, 5, 6, & 7), Grade Eight Proficiency Assessment (GEPA), or the High School Proficiency Assessment (HSPA) at the appropriate grade levels unless the IEP team has determined that the student has not been instructed in any of the knowledge and skills measured by the assessment and could not complete any of the types of tasks on the assessment [NJAC 6A:14-4.11(a)2]. The IEP team makes this determination for each content area tested. Additional guidance for determining who should participate in the APA is provided in Appendix A.

For students who are unable to participate in the NJ ASK 3 & 4, NJ ASK 5, 6, 7, GEPA, and HSPA due to the severity of their disability, **each IEP must indicate that the student will participate in the APA.** This is in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), which require that all students with disabilities, even those with the most significant cognitive impairments, participate in state and district wide assessments.

In addition, if a student is new to the state this year as a senior and has not participated in either the HSPA or the APA, the IEP team must determine which assessment is appropriate and the student must participate in either assessment as a senior. Students who were juniors last year, and should have participated in the APA according to their IEPs but did not due to prolonged absence during the assessment time frame, must also participate in the APA this year. A student who is in an interim alternative placement is not considered “absent” and must participate in a state assessment as a junior.

It is important to create a list of all students who will participate in the APA this year in order to identify the educators involved with these students. **Attending APA training is mandatory for administrators in districts and schools where APA students reside.** The role of test coordinator must be assigned to an administrator in each school and at the district level. **In addition, the APA student’s primary teacher, referenced hereafter as the lead teacher, must attend training sessions during the school year if they are new to the APA process.** Lead teachers who have participated in training sessions prior to the 2006-2007 school year may attend training or may review the training materials in lieu of attendance. All training materials will be available after September 26, 2007 on the website <http://pem.ncspearson.com/nj/apa>. Child study team members are invited to attend any training sessions.

Grades and Content Areas Tested

During the 2006-2007 school year, students with severe disabilities will be assessed in grades 3, 4, 5, 6, 7, 8, and 11/12. Language arts literacy, mathematics, and science will be assessed in grades 4, 8, and 11. Language arts literacy and mathematics only will be assessed in grades 3, 5, 6, 7 and 12. These content areas are required as the APA program must parallel the content areas tested in the general state assessments.

Educators Involved in the APA Training Sessions

Alternate Proficiency Assessment (APA) Test Coordinators: Each APA school and district must assign an administrator (special education director, principal, director of curriculum, child study team members, etc.) to the role of test coordinator. These individuals are responsible to ensure that all APA tasks are completed, including the dissemination of information, the completion of all portfolios, reviewing the completed portfolios for accuracy and authenticity, and adherence to all APA deadlines.

There is a **mandatory** half-day training session (9 a.m. – 1 p.m.) that will focus on student participation guidelines for APA, the administrators’ role and responsibilities, and the APA design. These half-day training sessions will be held September 12, 13, 14 and 15, 2006. Please use Attachment B for guidance to register **each** person attending the training. See the information on the next page regarding online registration. The deadline for registration is September 7, 2006.

Teachers: The fall training sessions will focus on the required portfolio components and scoring rubrics. An additional memo will be disseminated in the fall related to future follow-up training sessions in January 2007.

- **Lead teachers with no prior experience creating APA portfolios must attend a half-day training session (9 a.m. – 1 p.m.) that serves as the introduction to the APA program.** These half-day training sessions will be held September 19 – 22 and 26 – 28, 2006. Please use Attachment C for guidance to register **each** person attending the training. See the information on the next page regarding online registration. The deadline for registration is September 12, 2006. **Note: This introductory session is in addition to the mandatory training sessions held in October.**

- **Any teacher without prior experience creating APA portfolios must also attend a one-day training session (9 a.m. – 3 p.m.) that will focus on the design of the portfolios and the scoring rubric. In addition, lead teachers with previous experience are invited to attend this one-day training session.** These one-day training sessions will be held October 4 – 6, 10 – 13, and 16 – 19, 2006. Please use Attachment D for guidance to register **each** person attending the training. See the information below for online registration. The deadline for registration is September 27, 2006.

Summary of APA Fall Training Sessions

Attendees

Week 1	September 12 – 15, 2006	Administrators, APA test coordinators, and Child Study Team Members
Weeks 2 & 3	September 19 – 22, 2006 September 26 – 28, 2006	Lead teachers with NO prior APA experience
Weeks 4 & 5	October 4 – 6, 2006 October 10 – 13, 2006 October 16 – 19, 2006	Lead teachers developing portfolios including those with no prior APA experience

Online Registration for All Training Sessions

Pearson Educational Measurement (PEM) offers an online registration system that lets you know immediately if the session you wish to attend has seating space available, or if you need to select another session. By using this system, you will quickly receive a registration confirmation that confirms your seat at the desired training session. **This confirmation document should be printed and brought with you to the training session.** Registering online is the only way to know immediately that your session registration is accepted; therefore you are encouraged to use this system. To register online for a training session, please go to <http://pem.ncspearson.com/nj/apa>.

Please have each person register separately online using the New Jersey APA registration website at <http://pem.ncspearson.com/nj/apa>. For those districts or schools without internet access, please call PEM's New Jersey Customer Support Center at 800-627-7990, State Code 831, Option 3. See Attachment B, C, and D for the information needed when registering for a session.

Online Collection of District/School Information

Under a separate mailing, we will request each district and school to submit the total number of students per grade participating in the APA for 2005-2006. Also, you will be asked to review and confirm, or revise, the mailing address for each APA site. **Failure to provide this information will result in a delay or failed delivery of APA materials and information.** Please be prepared to provide this information in the next few weeks.

If you need further information about the plans for the alternate assessment, the training sessions to be held this fall, or any other aspect of the APA, please contact:

Elizabeth Celentano
Office of Evaluation and Assessment
New Jersey Department of Education
609-984-0107
Elizabeth.Celentano@doe.state.nj.us

Amy Eberhart
Pearson Educational Measurement
800-627-7990, option 813
Amy.Eberhart@pearson.com

JD/BDR/ku

Attachments

c: Members, State Board of Education
Acting Commissioner Lucille E. Davy
Isaac Bryant
Penelope Lattimer
Assistant Commissioners
Erika Leak
Diane Shoener
Brian D. Robinson
Kathryn Forsyth
Rochelle Hendricks
Roberta Wohle
Timothy Peters
Elizabeth Celentano
County Superintendent
County Supervisor of Child Study
County Test Coordinator
District Test Coordinator
Director of Special Education Services
NJ LEE Group
Garden State Coalition of Schools

Attachment A

New Jersey Alternate Proficiency Assessment

The following criteria may be used in addition to N.J.A.C. 6A:14-4.11(a)2 to determine if a student with disabilities in the appropriate grades (or equivalent ages) will participate in the APA.

1. The student's demonstrated cognitive ability and adaptive behavior, in home, school and community settings, are significantly below age expectations.
2. Due to his or her demonstrated cognitive ability and adaptive behavior, the student requires extensive direct instruction in multiple settings to acquire and apply the skills necessary to function in domestic, community living, recreational/leisure and vocational activities in school, work, home and community environments.
3. The student demonstrates cognitive ability and adaptive behavior, which severely impacts the nature and level of participation and achievement in the general education curriculum even with program modifications and adaptations.
4. Current and longitudinal data regarding the student's progress and adaptive behavior in all relevant areas and settings support the participation in the APA. (Longitudinal data include performance data across multiple settings, behavioral observations done in multiple settings, adaptive behavior data, and continuous assessment of progress on IEP objectives.)

Attachment B

New Jersey Alternate Proficiency Assessment Administrators Training

To be completed by: Administrators, APA Test Coordinators, and Child Study Team Members

This training session will focus on the student participation guidelines for APA, the administrators' role and responsibilities, and the current design of the APA, score report formats, and student participation guidelines.

Directions: Please use this form to register for a half-day training session. Use a separate form for **each** person who will attend any of the following sessions. Select the session the person listed below will attend.

The location and directions for each session is listed on Attachment E. Note that breakfast will be provided prior to the training session.

Check Only One Training Session to Attend	
September 12	Quality Inn, Maple Shade _____ 9 a.m. – 1 p.m.
September 13	Wyndham Garden Hotel, Mt. Olive _____ 9 a.m. – 1 p.m.
September 14	Forsgate Country Club, Monroe Township _____ 9 a.m. – 1 p.m.
September 15	Marriott Hotel, Saddle Brook _____ 9 a.m. – 1 p.m.

Please provide the information listed below when using the on-line registration site or if you need to contact the P E M's New Jersey Customer Support Center.

Name _____

County _____ District _____

School Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax (optional) _____

Email (required to get confirmation email) _____

Please indicate if you need any special accommodations, e.g. ASL interpreter, etc. _____

Deadline for registration is September 7, 2006.

Please register each person separately. To register online for a training session, please go to
<http://pem.ncspearson.com/nj/apa>

Attachment C

New Jersey Alternate Proficiency Assessment New Teacher Training

To be completed by: Lead Teachers with no prior experience creating APA Portfolios.

This training session will serve as an introduction to the APA program.

Directions: Please use this form to register for a half-day training session. Use a separate form for **each** person who will attend any of the following sessions. Select the session the person listed below will attend.

The location and directions for each session is listed on Attachment E. Note that breakfast will be provided prior to the training session.

Check Only One Training Session to Attend 9 a.m. – 1 p.m.	
<u>South</u>	
September 19 ____ Quality Inn, Maple Shade	September 26 ____ Quality Inn, Maple Shade
<u>Central</u>	
September 20 ____ Forsgate Country Club, Monroe Township	September 28 ____ Conference Center at Mercer, West Windsor
<u>North</u>	
September 21 ____ Hilton Garden Inn, Rockaway	September 22 ____ Marriott Hotel, Saddle Brook
September 27 ____ Marriott Hotel, Saddle Brook	

Please provide the information listed below when using the on-line registration site or if you need to contact the Pearson's New Jersey Customer Support Center.

Name _____

County _____ District _____

School Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax (optional) _____

Email (required to get confirmation email) _____

Please indicate if you need any special accommodations, e.g. ASL interpreter, etc. _____

Deadline for registration is September 12, 2006.

Please register each person separately. To register online for a training session, please go to
<http://pem.ncspearson.com/nj/apa>

Attachment D
New Jersey Alternate Proficiency Assessment
All Teacher Training

To be completed by: All Lead Teachers

This training session will serve to review and update participants in the APA process.

Directions: Please use this form to register for the all-day training session. Use a separate form for **each** person who will attend any of the following sessions. Select the session the person listed below will attend.

The location and directions for each session is listed on Attachment E. Note that breakfast will be provided prior to the training session with a light lunch served at noon.

Check Only One Training Session to Attend 9 a.m. - 3 p.m.	
<u>South</u>	
October 12 ____ Quality Inn, Maple Shade	October 13 ____ Quality Inn, Maple Shade
October 16 ____ Quality Inn, Maple Shade	
<u>Central</u>	
October 5 ____ Forsgate Country Club, Monroe Township	October 11 ____ Forsgate Country Club, Monroe Township
October 18 ____ Forsgate Country Club, Monroe Township	
<u>North</u>	
October 4 ____ Hilton Garden Inn, Rockaway	October 6 ____ Marriott Hotel, Saddle Brook
October 10 ____ Wyndham Garden Hotel, Mt. Olive	October 17 ____ Marriott Hotel, Saddle Brook
October 19 ____ Wyndham Garden Hotel, Mt. Olive	

Please provide the information listed below when using the on-line registration site or if you need to contact the Pearson's New Jersey Customer Support Center.

Name _____

County _____ District _____

School Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax (optional) _____

Email (required to get confirmation email) _____

Please indicate if you need any special accommodations, e.g. ASL interpreter, etc. _____

Deadline for registration is September 27, 2006.

Please register each person separately. To register online for a training session, please go to <http://pem.ncspearson.com/nj/apa>

Attachment E

New Jersey Alternate Proficiency Assessment

Directions

Saddle Brook Marriott: Garden State Parkway at I-80, Saddle Brook, NJ. Ph: 201-843-9500

From the Garden State Parkway North: Exit 159 (Route 80) Saddle Brook and bear right off of exit. The hotel will be approximately 500 ft on your right.

From Route 80: Take Exit 62. Follow signs to Midland Ave. Hotel will be on left before you reach Midland Ave.

Maple Shade Quality Inn – Grand Versailles: 531 Route 38 West, Maple Shade, NJ. Ph: 856-234-8314

From 295- Exit 36B to Rt 73N. 1 mile to Rt. 38W. Hotel is on the right.

From NJ Turnpike-exit 4 to Rt 73N 1 mile to Rt 38W. Hotel is on the right.

From Philadelphia. - Betsy Ross Bridge to Rt. 73S. Hotel 5 miles on your right. From Tacony Bridge - Follow 73S Hotel is 6 miles on the right.

Conference Center at Mercer, West Windsor

From North or South via US 1: Exit onto Quakerbridge Road (South 533). After two miles, turn left onto Hughes Drive. Follow Hughes Drive PAST the entrance to Mercer County Park. Turn left into the campus of Mercer County Community College, then bear right and follow signs for The Conference Center at Mercer.

From North or South via Interstate 95/295: Take Interstate 95 (which becomes Interstate 295) to Exit 65A, Sloan Ave. East. East on Sloan Avenue (becomes Flock Road) to end (Edinburg Road). Left onto Edinburg Road to MCCC campus entrance (use jughandle on right). Once on campus, The Conference Center at Mercer is the building straight ahead.

From North via NJ Turnpike: Take NJ Turnpike Exit 8 at Hightstown to Rt. 33 West. Rt. 33 West to Rt. 571 in downtown Hightstown. Right onto Rt. 571. Continue on Rt. 571 to Rt. 535. Left onto Rt. 535/Old Trenton Road; go five miles to the MCCC campus entrance on right (after Mercer County Park). Once on campus, The Conference Center at Mercer is the building straight ahead.

From South via NJ Turnpike: NJ Turnpike Exit 7A to Interstate 195 West (towards Trenton). I-195 West to Exit 5B (Rt. 130 North). Rt. 130 North to first traffic light (Rt. 526). Left onto Rt. 526 to next traffic light (T-intersection with Rt. 33). Bear left at light, and then take immediate right (still 526). Follow Rt. 526 to end.
Turn left onto Rt. 535/Old Trenton Rd.; go two miles to MCCC campus entrance on right (after Mercer County Park). Once on campus, The Conference Center at Mercer is the building straight ahead.

Hilton Garden Inn, Rockaway:

From New York City and points east. Take RT. 80 West to exit 35 A, Dover exit, at 3rd traffic light make a right into Rockaway Townsquare Mall, Hotel on left side.

From Pennsylvania and points west. Take Rt. 80 east to exit 35, at traffic light bear right, at 2nd traffic light make a right into Rockaway Townsquare Mall. Hotel on left side.

Forsgate Country Club: Forsgate Drive, Monroe Township, NJ. Ph: 732-521-0070

From Freehold/Shore Area: Route 9 to Freehold to Route 33 West - Continue on Route 33 West for approximately 10 miles to Applegarth Road (exit on the right) - continue straight on Applegarth Road and make a right at the 3rd traffic light onto Forsgate Drive (Route 32 East) - Forsgate Country Club will be on your left - use the Clubhouse entrance (second left).

From Princeton: Route 1 to Scudders Mill Road East - Continue on Scudders Mill Road and make a left at the 5th traffic light onto Dey Road Continue on Dey Road to the end (South River Road) - make a left onto South River Road - At 2nd traffic light (Route 32) make a right - continue straight for 1 1/4 miles through 2nd traffic light - Forsgate Country Club in on your left - use the Clubhouse entrance (second left).

From Trenton Area: Interstate I95 East to the New Jersey Turnpike North - Take the New Jersey Turnpike to Exit 8A - exit the left ramp (Jamesburg, Route 32 East) - continue straight for 1 1/4 miles through 2nd traffic light - Forsgate Country Club in on your left - use the Clubhouse entrance (second left).

From New York / New Jersey: Take the New Jersey Turnpike to Exit 8A - exit the left ramp (Jamesburg, Route 32 East) - continue straight for 1 1/4 miles through 2nd traffic light - Forsgate Country Club in on your left - use the Clubhouse entrance (second left)

Garden State Parkway From North: Garden State Parkway to Exit 129 (I-95 New Jersey Turnpike) South to Exit 8A. At Exit 8A, turn Left onto Ramp towards Jamesburg/Cranbury. Keep Straight to stay on Ramp towards Route 32 East Jamesburg/Monroe. Continue straight for 1/4 miles through 2 traffic lights- Forsgate Country Club is on your Left. Use the Clubhouse Entrance which will be your Second Left after the traffic light.

Garden State Parkway From South: Garden State Parkway to Exit 98 (I-95) West to Exit 21. At Exit 21, turn Right onto 526 Jackson/Siloam towards Route 527. Keep Straight onto Route 527 (Woodville Road) and turn onto Route 33 West. Continue on Rt. 33 for approximately 10 miles to Applegarth Road (exit on the right) - continue straight on Applegarth Road and make a right at the 3rd Traffic Light onto Forsgate Drive (Route 32 East)-Forsgate Country Club will be on your Left. Use the Clubhouse Entrance which will be your Second Left after the traffic light.

Wyndham Garden Hotel: 1000 International Drive North, Mt Olive, NJ Ph: 973-448-1100

From Pennsylvania:

Take Rt 80 East into New Jersey and follow 80 East to Exit 25. Turn left off the ramp and follow the signs to International Trade Center.

From South Jersey:

Take Rt 287 North to Rt 80 West. Follow Rt 80 West to Exit 25 (Newton 206). Bear Right off exit and stay in the extreme right lane. Continue to follow signs for the International Trade Center to Wyndham Garden Hotel on the left.

From the New York City Area:

From the George Washington Bridge, follow signs for 95 South Express. Follow to Rt 80 West and take Rt 80 West to Exit 25 (Newton 206) Bear Right off exit and stay in the extreme right lane. Continue to follow signs for the International Trade Center to Wyndham Garden Hotel on the left.